



# COUNTY OF MONO

## POSITION OPENING

**FILING DEADLINE  
OPEN UNTIL FILLED**

***Deputy Probation Officer I/II***

**SALARY**  
**I - \$3,032 – 3,686/Month**  
**II- \$3,348 – 4,070/Month**

The County of Mono is accepting applications to fill a current vacancy and to establish an eligibility list for a Probation Officer with the Probation Department.

**Deputy Probation Officer I:** This is the entry/training level class for the Probation Officer series. Incumbents work under relatively close supervision performing the more basic assignments that involve the investigation of cases of juvenile delinquency, family court matters, and adult referral for pre-sentence report and recommendation and the supervision of a caseload of assigned probationers. As experience is gained, incumbents perform more independent duties. Incumbents in this classification have Peace Officer status as per 830.5 P.C. The incumbent is expected to advance to Deputy Probation Officer II level after one year of satisfactory performance as a Deputy Probation Officer I. The department provides training. **Minimum Qualifications--DPO I:** Graduation from an accredited college with a major in criminology, sociology, psychology, social work or closely related field is preferred or; 2 years of college with 2 years of experience working in a probation related field may qualify.

**Special Requirements for both levels unless otherwise noted:** **NO FELONY CONVICTIONS;** possession of a valid driver's license and the ability to: qualify for certification to meet California Penal Code Section 832 requirements regarding arrest, search and seizure, and firearms; complete the Board of Corrections course for certified Deputy Probation Officer Core Training and continued compliance with annual training requirements (within one year of hire is a conditional requirement for employment and 40 hrs. of annual training thereafter); obtain a CPS/ First Aid Certificate; qualify for training and background which will meet the requirements of California Government Code Sections 1029 and 1031; qualify with a firearm on a quarterly basis.

**Deputy Probation Officer II:** This is the journey level class for the Probation Officer class series. The assigned duties are more technical and complex than those assigned to the Deputy Probation Officer I. Incumbents in this classification have Peace Officer status as per 830.5 P.C. **Minimum Qualifications--DPO II:** 1 year experience working as a Deputy Probation Officer I with proof of completion of the Probation CORE training and an 832PC Certificate.

**Physical requirements and working conditions for both levels:** Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; sufficient physical ability and strength to defend self and deal with violent/aggressive individuals; corrected hearing and vision to normal range; verbal communication; use of firearms and office equipment including computers, telephones, calculators, copiers, and FAX. Work is performed in an office and in the field environment; frequent contact with staff and the public. The incumbent may work nights and may be subject to call-outs. Incumbent may be exposed to bio-hazardous waste.

**Selection Process:** The selection process includes the following: application and supplemental application review, a written examination certified by the State Board of Corrections (DPO I), a writing exercise, and an oral interview (weighted 100%). **PLEASE NOTE:** Successful candidates will be subject to a background investigation, including fingerprint and criminal history checks, psychological suitability and medical exam upon a contingent offer of employment.

**Application Process:** For job description, application and supplemental application, please contact the County Administrative Office at (760) 932-5412 or Email: [tneely@mono.ca.gov](mailto:tneely@mono.ca.gov) **OPEN UNTIL FILLED.** This position is being advertised to the general public as well as "In-County" at this time. **Qualified** County employees that have attained permanent status will be given hiring preference. Applicants may fax applications to: 760/932-5411; however, the original application must be mailed. **All completed County applications** received in our office will be considered.

**COUNTY OF MONO**

**COUNTY ADMINISTRATIVE OFFICE/Human Resources**

**P.O. Box 696 ~ Bridgeport, California 93517**

**(760) 932-5412 ~ (760) 932-5411 (FAX) / [www.monocounty.ca.gov](http://www.monocounty.ca.gov) or Email: [tneely@mono.ca.gov](mailto:tneely@mono.ca.gov) / EOE**

Jobflyer/Deputy Probation Officer I II - posted 3/07 **DEPUTY PROBATION OFFICER I/II**

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